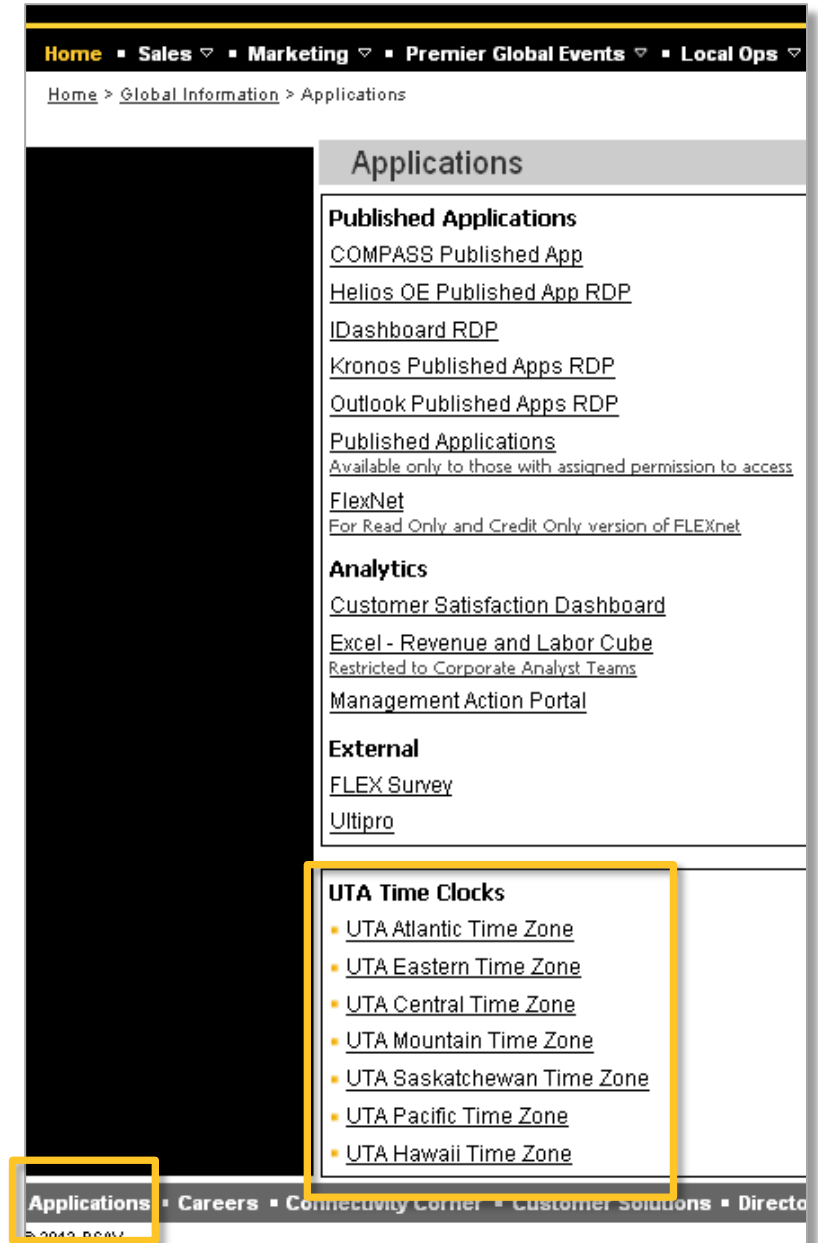


## Employee Clock In

1. The websites used for clocking on/off are located on secure PSAV servers and cannot be accessed from an employee's personal computer. The links can be found on the Applications page of @PSAV. Choose the link for the time zone where you are working:

- [Atlantic Standard Time](#)
- [Eastern Standard Time](#)
- [Central Standard Time](#)
- [Mountain Standard Time](#)
- [Pacific Standard Time](#)
- [Hawaii Standard Time](#)
- [Saskatchewan Time](#)



## Employee Clock In (cont'd.)

2. In the **badge number** field enter your employee number followed by your first and last name initials. (example: Allen Baker's badge number would be 012345AB). Use uppercase letters for your initials as the badge number is case sensitive.
3. In the **location code** field, enter in the location number where you will be working along with two preceding zero's.\* For example, if you are working at location #1105 you would enter 001105.  
\* Canadian employees should enter **CA** before the location number rather than 2 zeros.
4. Choose **Clock On**. The site will automatically close.

**Note:** There is a lag time of a couple minutes before your punch will appear in your UltiPro Time and Attendance timesheet.

The screenshot displays the 'Employee Clock In' web interface. At the top left, it shows the date and time: 'Thursday, October 09, 2014 12:15:21'. To the right are three language selection buttons: 'English', 'Français', and 'Deutsche'. The main interface features a numeric keypad with buttons for digits 0-9 and a 'Delete' button. Three input fields are visible: 'Badge Number' containing '012345AB', 'Union Job Code' (empty), and 'Location Code' containing '001105'. To the right of the keypad are two large buttons: 'Clock IN' and 'Clock OUT'. The 'Clock IN' button is highlighted with a yellow border.

## Employee Clock Out

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1. To clock out, return to the time clock for the time zone you are working in.
2. Enter your **badge number**.
3. Choose **Clock Out**.

## Employee Meals

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Employees should be clocking in and out for meal breaks using the above instructions. However, if no meal break is recorded, an automatic meal deduction of 30 minutes is deducted from your time during your fifth hour of work. If you do not take a meal, notify your supervisor to have your timesheet corrected.

## Clocking In to Another Job Code (Union Employees)

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This function applies **only to union members** who perform work under various job codes.

1. Enter your badge number and location number.
2. In the union job code field, enter the code for the job you will be working. If you are unsure of the job code, access the list of [Union Job Codes](#) located on the UltiPro page of the HR @PSAV site.
3. Choose **Clock In**.